

**Louisiana Office of Public Health, STD/HIV Program
Seeking a Contractor to Provide Statewide Legal Services
to Persons Living with HIV in Louisiana**

Need for Legal Services: The Louisiana Department of Health receives funding from the Health Resources and Services Administration (HRSA) to provide legal services to clients of the Ryan White Part B Program. The Louisiana Office of Public Health, STD/HIV Program (SHP) is seeking a qualified individual or agency to provide legal services to persons living with HIV (PLWH) in Louisiana. HIV is not only a medical condition, but can and does effect an individual's social and mental wellbeing. The goal of providing legal services is to remove barriers and allow clients to access and focus on their HIV care and treatment.

Scope of Work:

- Legal Services to be provided may include, but are not limited to:
 1. Documents related to personal and estate planning, such as Wills, Living Wills or Powers of Attorney;
 2. Simple succession matters;
 3. Custody options and preparation of such documents for legal dependents of living clients, including standby guardianship, joint custody or adoption;
 4. Matters of discrimination, including housing and employment;
 5. Provision of notarial services
 6. Assistance with debtor problems;
 7. Public benefits, as well as insurance and employee benefits;
 8. Privacy issues and breaches of confidentiality
- Legal Services must be available to all eligible clients located in Louisiana's public health regions 3-9.
- Agencies must maintain individual client files, which document:
 1. Proof of Louisiana residency
 2. Proof of income
 3. Proof of HIV diagnosis
 4. Client demographics
 5. Services Provided
 6. Plan of Care/Follow up
- The service provider agency shall confirm to the reporting requirements of the Ryan White Services Report (RSR) by implementation and use of the Ryan White CAREWare database, with timely submission of electronic data and invoices on a monthly basis.
- Agency must be available to provide services to eligible clients through telephone contact, personal visits with the client in the appropriate setting (home, hospital, etc.) or in the offices of the contractor.

Qualifications: Provider must be or employ legal professionals who are currently licensed to practice law in the state of Louisiana. This documentation should be kept at the agency and displayed on the premises. Additional qualifications include contractor's ability to demonstrate previous experience in providing legal services in the areas of powers of attorney, do-not-resuscitate orders, and interventions necessary to ensure access to eligible benefits, including discrimination or breach of confidentiality litigation. Preference will be given to the individual or organization that has worked with individuals living with HIV.

Budget: Allowable budget line items include:

- Contracted personnel (e.g., Legal professionals, Data Entry Staff)
- Supplies (e.g., paper, envelopes, labels, postage)
- Related equipment (e.g., computer, printer)
- Travel (mileage and/or hotel accommodations for client visits and legal representation)
 - All travel must be in compliance with current Louisiana State Travel Guidelines

Submission Information: All interested candidates must send a proposal of no more than three pages that includes a brief description of how this project will be completed, the proposer's experience in completing similar projects, and a timeline. Please include a CV for all proposed personnel and a detailed budget (not to exceed).

Send an original and three copies to:

Melody Brown, Support Services Coordinator
Louisiana OPH STD/HIV Program
1450 Poydras Street, Suite 2136
New Orleans, LA 70112

by 4 p.m. on Thursday, Dec. 12, 2016, with the proposed services to commence on April 1, 2017.